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# Vehicle Title and Registration

*Tips for Properly Completing  
Your Application*

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UNIVERSITY OF ILLINOIS-URBANA



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ILLINOIS SECRETARY OF STATE — APPLICATION FOR VEHICLE TRANSFER

Type of transaction(s):

- ☐ Title and Plates
- ☐ Title and Transfer
- ☐ Title Only
- ☐ Duplicate Title
- ☐ Corrected Title
- ☐ Salvage Certificate
- ☐ Junking Certificate
- ☐ Plates Only
- ☐ Sticker Only
- ☐ Transfer Only
- ☐ Corrected ID Card
- ☐ Duplicate ID Card
- ☐ Single Plate Replacement
- ☐ Set of Plates Replacement
- ☐ Sticker Replacement
- ☐ Reclass of License Plates
- ☐ Resale of License Plates
- ☐ Other:

8. Purchase Date

Month / Day / Year

9. Current Odometer Reading  
(No Tens)

New ☐

Used ☐

Year ☐

Make ☐

Model ☐

Rebuilt ☐

Flood ☐

Other Branded Title ☐

State ☐

Check if G.V.N.R. Over 16,000 lbs.  
(odometer reading not required)

Yes ☐

No ☐

11. File Number

10. Surrender Title Number and State

13. Name

Street Address

City

State

ZIP

15. Name

Street Address

City

State

ZIP

17. Year

Make/Model

VIN

19. REASON(S) FOR CORRECTED OR DUPLICATE TITLE

State all reasons for corrections or duplication

23. Daytime Phone Number (optional)

24. Signature(s)

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MAIL TITLE TO (IF DIFFERENT THAN ABOVE)

FIRST LIENHOLDER

TRANSFER INFORMATION

14. VEHICLE INFORMATION

Insurance Company  
(Do not list agent)

Policy Number

Expiration Date

16. Name

Street Address

City

State

ZIP

18. Name

Address

City

State

ZIP

20. Name

Address

City

State

ZIP

22. Name

Address

City

State

ZIP

24. Signature(s)

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JESSE WHITE • Secretary of State



# **Accurate Applications Get Rapid Results**

As Secretary of State, I am committed to providing courteous and efficient service to the people of Illinois.

Making sure you properly complete your vehicle title and registration application will help my office process it more quickly and efficiently. This brochure offers some time-saving tips on completing your application accurately.

If you have further questions, please call my office's Vehicle Services Department toll free at 800-252-8980. Automobile dealers should call 217-782-6877.

I look forward to serving you.

*Jesse White*

Jesse White  
Secretary of State

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# Title and Registration

- 1) **An Application for Vehicle Transaction(s)** (VSD 190) must be completed for any plate-related or title-related transaction.
- 2) **Vehicle/ownership information** on the surrendered title must be the same as on the application. The buyer's name on the assignment area must be the same as on the application. The odometer reading must be certified on the back of the title along with the date of sale. The vehicle identification number on the title must match the number on the dash or door of the vehicle.
- 3) **Tax must be paid** on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than \$15,000, or on the selling price if it is \$15,000 or more.

**Submit the following along with your title/registration forms to the Secretary of State:**

- **Tax Form RUT-50** (available at most Secretary of State facilities)
- **Tax payment** (separate check, draft or money order payable to Illinois Department of Revenue)
- **Title and/or registration fees** (payable to Secretary of State)

**Do not send tax payment to the Department of Revenue.** See **Form RUT-50** for tax fees, or call the Department of Revenue toll free at 800-732-8866 in Illinois or 217-782-3336.

If a recently purchased vehicle has not been titled or registered in this state, either RUT-25 (if purchased from a dealer) or RUT-50 (if purchased from an individual) and any applicable tax (payable to Department of Revenue) must accompany the application.

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Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Secretary of State, along with the tax check (payable to Department of Revenue), the **Application for Vehicle Transaction(s)**, the surrender document, and title and registration fees (payable to Secretary of State).

## Transferring Plates

- 1) Make sure the **correct vehicle information** and **number** of the plates being transferred appear on the application in the proper area.
  - 2) Check **Transfer** or **Title and Transfer** if transferring current plates.
  - 3) Enclose the MOST RECENT **vehicle registration identification** card for the license plate number being transferred.
  - 4) If the new vehicle will be owned by one person but the last vehicle was registered in two or more names, the individuals whose names **will not** appear as owners on the new vehicle must **release their interest** in the license plates being transferred in writing and sign the statement.
  - 5) License plates cannot be transferred from one person or business to another unless the transferring parties are the same person. A letter (on company letterhead if applicable) must be included with the application.
  - 6) If a company incorporates, the firm is considered a separate, incorporated entity, and plates cannot be transferred from the original company.
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# Corrected Title

Use an **Application for Vehicle Transaction(s)** (VSD 190) when applying for a corrected title and registration. Submit the **original title** (not a photocopy) along with the application.

A title must be corrected when:

- a name is changed;
- another name is added or removed (a release of interest must accompany the application);
- a joint owner dies (a certified copy of the death certificate must accompany the application);
- an error occurs on the title; or
- registration or removal of a lien occurs (a lien release statement must accompany the application).

For more information, call 217-782-6306.

## Title and Registration Fees

Title Only .....	\$65
Duplicate Title .....	\$65
Junking Certificate .....	\$ 0
Corrected Title .....	\$65
Salvage Certificate .....	\$ 4
Transfer .....	\$15
Corrected Identification Card .....	\$ 3

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# Application Checklist

- ✓ Do **signatures** and **names** agree? If there are two or more owners, are all signatures on the application?
- ✓ If the applicant is a Jr. or Sr., is it indicated at the top of the application AND in the signature area of the application?
- ✓ If the application is for a company or a corporation, is the **name** listed correctly and does it include "**Inc.**" if it is part of the name?
- ✓ For a leased vehicle (one-year or longer contract), does the application clearly state the names of the **lessor** (leasing agency) and the **lessee**? The lessor must be listed first and then the individual leasing the vehicle.
- ✓ For a rental vehicle (less than one-year contract), a separate **Certificate of Insurance** must be included with the application. A signature verifying that the vehicle is covered by insurance must appear on the application.
- ✓ Is the owner(s) name, address and driver's license/FEIN typed or printed legibly on the application?
- ✓ Is the **vehicle information** (year, make, vehicle identification number) typed or printed legibly on the application?
- ✓ If transferring plates, are **both** the new and old vehicle information on the application?
- ✓ Is the most recent **vehicle registration card** enclosed?
- ✓ For a truck or trailer, has the **correct fee** been included for the vehicle's weight?
- ✓ For a tractor-trailer combination, is the **body type** labeled "Tractor?" This identification is necessary for truck or tractor plates.
- ✓ Has the current odometer reading been entered in the appropriate box?

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